

STAFF CALL IN PHONE NUMBERS FOR RECORDED EMERGENCY INFORMATION:

Staff: Call (206) 296-6633 or (206) 205-1188.

Job Title/Function & Designation:			
Section	Job Title/Function	Essential Designation	Task
Administration	DIRECTOR-DIVISION	1	<i>Run Division</i>
Administration	ASSISTANT DIRECTOR-DIVISION	1	<i>Run Division</i>
Administration	CONFIDENTIAL SECRETARY	1	<i>Assist Division Director</i>
Administration	ADMINISTRATIVE SPECIALIST III	3	<i>Call In on first work day</i>
Administration	LABOR RELATIONS SPECIALIST	3	<i>Call In on first work day</i>
Administration.	PROJECT/PROGRAM MGR III, IV	2	<i>Call In on first work day</i>
Administration	ADMINISTRATIVE OFFICE ASST.	3	<i>Call In on first work day</i>
All Sections	Interns/Apprentices	NE	<i>May be called for work</i>
Engineering	MANAGER-SECTION	1	<i>Coordinate section staff</i>
Engineering	ADMINISTRATIVE SPECIALIST III	3	<i>Call In on first work day</i>
Engineering	MANAGING ENGINEER	1	<i>Coordinate section staff</i>
Engineering	ENGINEER I, II, III, & IV	1	<i>Inspect Facilities</i>
Engineering	ENV PROGRAM COORDINATOR	3	<i>#1 if responding to HazMat</i>
Engineering	HEALTH & ENVIRONMENTAL INVESTIGATOR II	3	<i>CDL screening/sites</i>
Engineering	SPECIAL WASTES SUPERVISOR	1	<i>Coordinate section staff</i>
Engineering	SPECIAL WASTES TECHNICIAN	3	<i>#1 if responding to HazMat</i>
Finance & Admin	MANAGER-SECTION	1	<i>Coordinate section staff</i>
Finance & Admin	ADMINISTRATIVE SPECIALIST	3	<i>Call In on first work day</i>
Finance & Admin	PROJECT/PROGRAM MANAGER I	1	<i>Provide recorded messages</i>
Finance & Admin	PROJECT/PROGRAM MANAGER II, III	3	<i>Call In on first work day</i>
Finance & Admin	PROJECT/PROGRAM MANAGER III	1	<i>Contracts Coordinator</i>
Finance & Admin	ASSISTANT ACCOUNTANT ACCOUNTANT SENIOR ACCOUNTANT	3	<i>Emergency Procurement</i>

Emergency Government Closure Essential Employee Designations

Section	Job Title/Function	Designation	Task
Finance & Admin	BUSINESS FINANCE OFFICER II	1	<i>Accts Receivable Supervisor</i>
Finance & Admin	PC SYSTEMS COORDINATOR	1	<i>Assist & restore computers</i>
Finance & Admin	CUSTOMER SERVICE SPECIALISTS	1	<i>Provide customer support</i>
Finance & Admin	LAN / WAN ADMINISTRATOR	1	<i>Restore computer systems</i>
Finance & Admin	BUSINESS FINANCE OFFICER I, II	3	<i>Call In on first work day</i>
Fiscal/Operations	ASSISTANT ACCOUNTANT	3	<i>Call In on first work day</i>
Operations	ADMINISTRATOR II	3	<i>Call In on first work day</i>
Operations	ADMINISTRATIVE SPECIALIST I, II	3	<i>Call In on first work day</i>
Operations	PROGRAM/PROJECT MANAGER I,II,III	3	<i>Call In on first work day</i>
Operations	MANAGER-SECTION	1	<i>Coordinate section staff</i>
Operations	ASSISTANT MANAGER-SECTION	1	<i>Coordinate section staff</i>
Operations	ADMINISTRATIVE SPECIALIST III	3	<i>Call In on first work day</i>
Operations	SAFETY OFFICER	1	<i>Assist response/recovery effort</i>
Operations	SUPERVISOR I, II	1	<i>Coordinate section staff</i>
Ops./Cust. Trans	SCALE OPERATOR	3	<i>Call In on first work day</i>
Operations/Landfill	EQUIP OPERATOR	3	<i>Call In on first work day</i>
Operations/Landfill	LANDFILL GAS OPERATOR I	1	<i>Flares/contain gas</i>
Operations/Landfill	LANDFILL GAS OPERATOR II	1	<i>Flares/contain gas</i>
Operations/Landfill	UTILITY WORKER	3	<i>Call In on first work day</i>
Operations/Landfill	SECURITY OFFICER	1	<i>Monitor site</i>
Operations/Shop	MECHANIC/AUTO MACHINIST I	3	<i>Call In on first work day</i>
Operations/Shop	CARPENTER I	3	<i>Call In on first work day</i>
Operations/Shop	CARPENTER II	3	<i>Call In on first work day</i>
Operations/Shop	ELECTRICIAN II	1	<i>Assess/repair electrical sys.</i>
Operations/Shop	ELECTRICIAN I	1	<i>SAME AS ABOVE</i>
Operations/Shop	UTILITY WORKER ASSISTANT	3	<i>Call In on first work day</i>
Operations/Shop	MAINTENANCE WORKER	3	<i>Call In on first work day</i>
Operations/Shop	EQUIPMENT SERVICE & MAINT. SPEC	3	<i>Call In on first work day</i>
Operations/Shop	SCALE TECHNICIAN	3	<i>Call In on first work day</i>
Operations/Shop	INVENTORY/PURCHASING SPEC III	3	<i>Call In on first work day</i>
Operations/Shop	INVENTORY PURCHASING SPEC II	3	<i>Call In on first work day</i>
Operations/Shop	METAL FABRICATOR	3	<i>Call In on first work day</i>
Operations/Transfer	TRANSFER STATION OPERATOR	3	<i>Call In on first work day</i>
Ops/Transp/WW	TRUCK DRIVER III	3	<i>Call In on first work day</i>
Operations/WW	WASTE WATER TREATMENT OPR.	1	<i>Contain leachate</i>
Operations/WW	Waste Water Treatment Opr. Sr. in Charge	1	<i>Contain leachate</i>
RES	MANAGER-SECTION	1	<i>Coordinate section staff</i>
RES	ADMINISTRATIVE SPECIALIST III	3	<i>Call In on first work day</i>
RES	PROJECT/PROGRAM MGR. I, II, III	3	<i>Call In on first work day</i>
RES	PROJECT/PROGRAM MGR. II, III	3	<i>HAZWOPER certified</i>
RES	PROJECT/PROGRAM MGR III	1	<i>Coordinate Public Info</i>
RES.	BUSINESS & FINANCE OFFICER IV	2	<i>Call In on first work day</i>
RES	ADMINISTRATIVE SPECIALIST I	3	<i>Call In on first work day</i>